



## Frisco Fire Station Birthday Parties

Thank you for your interest in scheduling a birthday party at a Frisco Fire Station. Please review this packet thoroughly as it should answer most of your questions.

### **General Requirements & Scheduling:**

- Parties are available to parents (or grandparents) who live or work in the City of Frisco and are free of charge. Proof of residency may be requested if needed.
- We do utilize one station on each side of town (east and west) for birthday parties. However, due to training schedules, call volume and other emergency response related factors we may need to change the scheduled party location if absolutely necessary; It is rare that this happens but it is a possibility. We will inform you in advance should a change be needed.
- We offer birthday party time slots, most Saturdays from 10AM-Noon. We do not schedule parties on holiday weekends.
- We do not schedule parties at Frisco Fire Safety Town.
- Minimum age for birthday boy/girl is "**turning 5**." This age requirement does not apply to the attending guests.
- **Maximum** number of children allowed is '**12**'. This includes all children who will be participating in the party. Babies and older children not participating do not count.
- We will schedule parties no more than one year in advance.
- Please call our Community Education Information Line to schedule a party: **972-292-6351** or email **Birthdays@FriscoFire.com**.



## **Planning & Party Time Guidelines:**

- **Arrival:** Recommended arrival time for set up is 20 minutes prior to the party start time, but **NO earlier** than 9:30 am. Should you have questions the day of the party please call the station directly and ask for the station officer.
- Crews are often away from the station for training or on emergency calls. **If the crew is not at the station when you arrive our citizen volunteer will be able to let you inside to proceed with the party activities until the crew returns. They are aware of the party time and will return as soon as possible.**
- **Provisions:** Party host brings ALL paper /plastic products such as plates, napkins, utensils, table covers, birthday candles, lighter or matches for candles.
- **Decorations:** Keep decorations simple such as balloons, banners, table top décor, etc. No confetti, please. No tape or push pins can be used on walls or other painted surfaces.
- **Activities:** If you would like to include an activity as part of your party format you may consider a table top game, Pin-the-Tail type of game or Hot-Potato type of game where kids sit on floor in a circle. (Due to safety reasons, we are no longer able to accommodate piñatas.)
- **Food:** You are welcome to bring cake and/or other ***prepared*** food. (No food preparation is allowed in the station kitchen.) If ordering pizza, please provide the pizza delivery person the fire station number and **address with cross street information**, to avoid any delivery problems. *(There are multiple fire stations in the city.)* It is recommended you schedule pizza delivery for 10:45-11:00 A.M. Please consider placing your pizza order the day before, as many restaurants do not open before 11:00.
- **No outside vendors:** Such as clowns, bounce houses, game trucks, etc. are allowed.
- **Attendees:** Attending children should be accompanied by a parent or guardian. If any party attendee's parent leaves during party time, the host parents are responsible for that child and should plan to keep the child with them should his/her parent not return before noon for pick up.
- **Behavior Expectations:** Your party is being held in the firefighters' living quarters during their shift. This will be exciting and fun for the children. We appreciate your assistance in helping maintain these behavior guidelines: Children should not run at the fire station. Children should not stand, climb or jump on furniture; We ask that children be seated on the floor of the living room or the chairs at the kitchen table. Recliners are reserved for the adults. Children should be respectful of all fire station property.
- **Safety Guidelines:** You will be in a working fire station. Please remain cognizant of that fact during your visit. Adults should monitor all children at all times. Especially during the fire station tour. Listen to instructions from the crew about what to do in the event they receive an emergency call requiring their apparatus to leave during tour time. To insure everyone remains safe, please refrain from cell phone use during tour time.
- **Cancellation Policy:** Please notify us as soon as possible if you should decide to cancel your party. We need at least 3 days notice to cancel so our citizen volunteer can be notified not to show up.

## **Fire Station Locations**



### **West Side Location**

#### **Fire Station #7**

**330 West Stonebrook PKwy, Frisco, TX 75034**  
**Intersection of Stonebrook & FM423**  
**Phone: 972-292-6407**



**Tables are roughly 3.5 feet by 10 feet in length**

### **East Side Location**

#### **Fire Station #8**

**14700 Rolater Rd, Frisco, TX 75035**  
**Northeast corner Rolater Rd. & Independence Pkwy.**  
**Phone: 972-292-6408**





## **Party Time! What to expect.**

- ⇒ Our Citizen Volunteer (in red shirt) will be available to assist as needed
- ⇒ **Arrival of guests** -Some parents plan a floor or table top activity for kids to do while waiting on guests to arrive
- ⇒ Once guests arrive, firefighters will start party with a Safety Presentation
- ⇒ Immediately after, firefighters will conduct a tour of station, apparatus and do a bunker gear demo
- ⇒ You can do a group photo with the crew after this. The above usually takes about 45 min —1 hour;
- ⇒ Party guests return to kitchen/residential quarters for food/cake, gifts, etc.
- ⇒ Please keep all food/drinks on hard floor surfaces

## **Wrapping Up! Thank you for coming.**

Once you have concluded party activities, you may proceed with cleaning the kitchen and other party areas.

Please ask the volunteer should you need help locating items such items as brooms, trash bags, etc. during clean up.

Thank you for leaving the space as you found it!

To help the crew maintain their daily schedule, we ask that guests stay no longer than the scheduled party end time — noon.

*Many people ask about making donations to the crew. City policies do not allow the fire station crews to accept monetary gifts.  
No donation is necessary; providing the party is part of our Community Education initiative.*

*If you feel strongly about making a gesture of gratitude you may consider food items which they can enjoy with an upcoming meal.*

*It is not necessary to bring extra food for the crew; However, should you plan to leave food for the firefighters for their lunch,  
please call your station location (ask for station officer) first thing that morning to inform the crew  
so they can plan accordingly for the day's meals.*

**Thank you for celebrating with us at a Frisco Fire Station!**



## FIRE STATION BIRTHDAY PARTY

### Safety Lesson Overview

We will help you host by providing your party guests a tour of the station along with its firefighting equipment. We'll also share some fire prevention and safety tips wrapped up in FUN!

These are the safety topics you may learn about from the crew at your station party.

### Make & Practice Fire Safety Plan

Learn about creating an "exit plan" for your family so you can get out of your home safely in an emergency. Partygoers learn the importance of finding "two ways out" of every room; crawling through smoke; and designating a "*meeting place*" outside the home. Since "practice makes perfect" partygoers are encouraged to practice their exit drills twice each year!

### Stop, Drop, Cover and Roll

Kids and parents will learn what to do should their clothes catch on fire. Learn about different protective measures that can be taken to prevent clothes from igniting and the sources of heat which can cause their clothes to catch on fire. Kids will also have the opportunity to practice the act of Stop, Drop and Roll.

### Move to the Right

Move to the Right for Sirens and Lights. Firefighters will explain that when there is an approaching emergency vehicle, motorist should safely move to the right.

### Firefighter Gear/Clothing

Watch a firefighter dress up in their firefighting gear. Kids will see that firefighters might seem scary looking in bunker gear, but they'll learn that the firefighter is there to help.